

FOLLOW THESE 6 STEPS

State civil service jobs are filled by examinations open to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. California residency is not required, and U.S. citizenship is required only for peace officer jobs.

You can apply for State jobs only when examinations have been announced (one to four weeks before the last day to apply). This brochure is a guide to the 6-step examination process, which begins with the search for an examination and ends with the completion of probation. Read it carefully and review it as you progress.

Examinations are given both by the State Personnel Board (SPB) and by individual departments. The examination announcement will tell you where to apply.

If you have a physical disability that may require accommodation in the testing process, you should also obtain a copy of "Important Information for Persons with Disabilities Applying for State Civil Service Examination" (SPB-83).

STEP 1. INFORMATION

How to Find It: The easiest way to learn what examinations are open for testing is to phone the recordings listed on the back of this brochure--which are available 24-hours-a-day, 7-days-a-week and are updated every week. All recordings state the examination title, the department giving the examination, and the final filing date. You may also visit the SPB in Sacramento to obtain examination announcements, applications for examination and veterans preference credits, and other brochures on the civil service examination process. Your local Employment Development Department (EDD) office should receive announcements of State civil service examinations in that county and may have applications and other brochures available.

Examination Announcements: When you find an examination you want to apply for, get a copy of the announcement and an application from the department conducting the examination and read it over several times as you are filling out your application. You may also wish to refer back to it as the examination process continues.

STEP 2. APPLYING

How to Apply: State Examination Application (Form STD. 678) are also available from SPB and EDD. Read it over carefully and answer all questions that apply to you. We very much appreciate your cooperation in answering the questions on the flap. Type or print in ink neatly. The completed application is an example of your reading comprehension skills, your ability to follow directions, and your attention to detail.

You may want to make a copy for yourself in case you want to refer to it later. The announcement will tell you where to send your application or if you must apply in person and the last day to apply. **Late applications are not accepted.**

Application Review: If you do not meet the minimum requirements, you will receive a letter within two weeks after the final filing date. If you do meet the requirements and the examination does not have a written test, you will receive a letter within a month after the final filing date. If you have not received your acknowledgment one month after the final filing date, you should contact the department conducting the examination.

If the examination has a written test and you have not received your admittance letter five days before the announced written test date, call the department conducting the examination. Staff there will determine if your application was accepted and tell you where the test will be given and how to identify yourself to the proctor.

STEP 3. PREPARING FOR THE EXAMINATION

Go back to the examination announcement and read the section entitled "Examination Information". It will tell you what type of test will be used and what effect (known as "weight") each will have on your final score. There are several combinations and variations. Any one or a combination of the types of tests described here may be used. Next read the "Scope" section carefully; it will tell you what subjects will be covered.

Written tests are given in a wide variety of locations throughout California. Performance tests and oral tests are usually given only in large metropolitan areas. Candidates are not reimbursed for travel to and from test sites.

Written Test: The test date is printed on the examination announcement. These tests typically consist of multiple-choice questions. Six to eight weeks after the test, you will receive a notice telling you whether you passed, but you will not receive a percentage score until all parts of the examination process are completed. If the test is pass/fail only, scores are not computed.

Oral Test/Interview: The oral test may be called "Qualifications Appraisal", "Employee Development Appraisal", or "Promotional Readiness Examination". Before going to the interview, review "The Position" and "Examination Information, Scope" sections on the examination announcement. In your interview, be prepared to tell the panel of two or three people about your education and experience, if any, and how they have prepared you for this job, as well as about your career interests and goals. The panel may also ask some situational questions or for more detail on your background. The panel will have reviewed your application before you come into the room, but you can be rated

on only what is discussed in the interview. The application admits you to the examination; it is in the oral test/interview that you must convince the panel that you can do the job better than the other candidates.

Performance Test: Clerical and trades classifications frequently have performance tests in which candidates demonstrate their knowledge of tools and materials or their ability to operate machines or equipment.

Supplemental Application/Achievement Rating Test consists of essay questions that are mailed out to candidates to be returned before the oral test/interview. They are used as an elaboration of your education and experience and provides information for the interview panel.

Education and Experience Evaluation: If the examination announcement states that there may be an Education and Experience Evaluation, *it is absolutely critical that you fill out your application as completely and thoroughly as possible.* Your score in this type of examination will depend entirely on the information on your application. There will not be a written test or an interview.

Agility/Physical Ability: For law enforcement and some other classes, physical ability tests are commonly given and are frequently combined with vision and hearing tests. They are usually given just prior to hiring.

STEP 4. EMPLOYMENT LIST

The names of people who pass all parts of the examination are placed on an employment list. When there are job openings in State civil service, the people are contacted in order of placement on the list by score; that is, those with the highest score are contacted first and so on.

STEP 5. HIRING INTERVIEW

The oral test was general, for an entire class. The hiring interview is specific to a particular job in a particular department. One class can offer a wide variety of opportunities; so, before you go to your interview, you should acquaint yourself with the mission and functions of that department and how the job you are interviewing for contributes. The department has the discretion to hire anyone who is certified to them from an employment list.

STEP 6. PROBATION

When you have been hired, you will serve a probationary period of six months to one year. You will receive three probationary reports by your immediate supervisor, which will be discussed with you and reviewed by your supervisor's supervisor. When you have successfully completed your probation, you will be a permanent State employee.

IMPORTANT

- **Career Credits** may be granted to eligible State employees in some open examinations. If Career Credits will be granted, the Examination Announcement will state that the examination is "Nonpromotional". Three points are added to the final score only after the candidate has successfully passed all parts of the examination.
- **Change of Address:** If you move during the examination process or while you are on any employment list, write immediately to the department conducting the examination.
- **Receiving Test Results:** It may take up to four weeks to score each part of the examination and to notify all candidates. If you do not receive word within eight weeks of taking any test, contact the department conducting the examination.
- **Veterans Preference Credits** are awarded in open and open nonpromotional entrance examinations requiring *less than college graduation AND two years of experience*. In **OPEN** examinations, eligible veterans, widows/widowers of veterans, and spouses of 100% disabled veterans receive 10 points. Eligible disabled veterans receive 15 points. In **OPEN NONPROMOTIONAL** examinations, eligible veterans receive five points. Eligible disabled veterans receive 10 points. Individuals who receive veterans points are not eligible for career credits pursuant to Sections 18950.1, 18951, and 18951.5. **NOTE: NO VETERANS PREFERENCE CREDITS WILL BE ALLOWED ONCE A VETERAN ACHIEVES PERMANENT CIVIL SERVICE STATUS.** The Examination Announcement will tell you whether or not Veterans Preference Credits will be awarded. The points are added to the final score *only after the candidate has successfully passed all parts of the examination*. To apply for Veterans Credits, obtain an application from any departmental testing office and return it with your examination application. Disabled veterans must apply every time. Nondisabled veterans, widows/widowers of all veterans, and spouses of 100% disabled veterans need apply once.
- **Waiving:** Although you are not obligated to interview for every job or to accept the first job that is offered, if you waive a total of three contacts or offers, your name will be removed from the open employment list. You have unlimited waivers on a promotional list. Also, when you receive a contact letter (Standard Clearance and Waiver Form), it is imperative that you respond, even if you do not wish to be interviewed. It will be assumed that you are no longer interested in being hired from that list, and your name will be made inactive. To be made active again, you must write to the department that conducted the examination.
- **Cheating:** A candidate who cheats on any part of a civil service examination may be disqualified from competing in the rest of the examination, removed from other employment lists on which he or she already has eligibility, barred from participating in future examinations, or subject to criminal charges.

Clip & Place by Telephone

STATE PERSONNEL BOARD
801 CAPITOL MALL
P.O. BOX 944201
SACRAMENTO, CA 94244-2010

Telephone Information Lines:

Los Angeles (213) 620-6450
Sacramento (916) 445-0538
San Diego (619) 237-6163
San Francisco (415) 557-7871
TDD* (916) 445-2689

**TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with such a device.*

Each call is limited to a maximum of 15 minutes. At the end of this time, the system will tell you good-bye and automatically terminate the call. If you want to access additional information, you will have to call back.

Extension Numbers:

<u>Examination</u>	<u>Ext.</u>
Office Services	110
Semiskilled, Crafts & Trades	120
Subprofessional, Technical & Professional	130
Peace Officer	140
Investigation, Inspection & Field Representative	150
Administrative & Career Executive	160
Laborers, Janitor, Security, Food Service & Related Personal Services	170
LEAP	180
<u>Subject</u>	<u>Ext.</u>
List Eligibility Information	210
Limited Examination & Appointment Program (LEAP)	300
Department Testing Offices	410
Veterans Preference Credits	441
Permissive Reinstatements	442
Dismissed State Employees Participating in State Examinations	443

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HOW TO GET A JOB



WITH THE
STATE OF
CALIFORNIA